

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression personnel and equipment of the department on an assigned shift. District Fire Chiefs respond to fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class assists with training fire department personnel, and the organization and management of department equipment and supplies. District Fire Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire department function or division on an assigned shift by assisting with or personally conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures at the scene of a fire or emergency. Directs first aid operations and emergency medical services at the emergency scene. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident.

Assists with the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Resolves employee complaints and grievances. Oversees and evaluates the work performance of subordinates and reviews reports written by subordinates. Writes employee evaluation reports. Discusses work performance with subordinates and superiors. Assists in maintaining discipline by counseling employees and recommending disciplinary action with direct superiors as designated by the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems.

Assists in the development of a training program for the department and sees that such program is supplied with training resources. Personally trains personnel by conducting formal training in the classroom, through drills and evolutions, and providing informal or on-the-job training for new employees. Provides for regular employee training by assisting with the evaluation of training needs, providing department training, or arranging outside training in such areas as, basic fire fighting and fire attack, salvage and overhaul, fire apparatus, tools and equipment, safety, driving fire equipment, and rescue and first aid. Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Participates in drills and evolutions and practices with apparatus and equipment. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Writes reports and completes any forms and records required. Prepares LFIRS reports. Compiles and organizes data needed for reports. Supervises the preparation of records and reports of an assigned service or division, and reviews records completed by subordinates. Periodically inspects systems and facilities for keeping records.

Supervises the general care and maintenance of firefighting

apparatus and equipment, vehicles, communications equipment, and fire department property. Tests or directs the testing of equipment. Assists with the arrangements for needed repairs and maintenance or assigns such qualified departmental personnel. Inspects equipment and fire department property to ensure that repairs were properly accomplished. Maintains inventory of supplies and equipment. Orders and distributes equipment and supplies, as directed.

Assists in the coordination of special projects related to public relations or the image of the fire department. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Conducts tours of department facilities for school and civic groups. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Participates in conferences, conventions or other educational meetings.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.